



CONTRACT USER SELF TUTORIAL

Instructions on how to navigate
OMB/GSS Contracting Webpage

Contracting Webpage

- ▶ The Contracting unit within Government Support Services manages all statewide contracts for goods and services and administers agency contracts as requested. This team is the State of Delaware's central contracting unit that acts on behalf of State agencies, local government units, authorized volunteer fire companies, and School Districts
- ▶ Go to <http://gss.omb.delaware.gov/contracting/index.shtml> - The following subtitles will be displayed:
 - Agency Bid Process Forms
 - Bid Solicitations
 - Contact Information
 - Contract List Serve
 - Contract Process Flowcharts
 - Contracts Directory
 - Contracts – Awarded Vendors
 - Contracts – Cooperatives
 - Contracts – Set Aside
 - Customer Satisfaction Survey
 - DPPA – Delaware Public Purchasing Association
 - FAQ;s (frequently asked questions/answers)
 - Forms
 - GSA Process Request
 - Procurement Unit Contacts
 - Related Links
 - Selling to the State Guide
 - Small Purchase Procedures
 - Vendor Registration

NOTE:

You can click on any of the topics listed above and each has detailed information for your use

Need a new chair????? How?

- ▶ If you are trying to find information on any particular contract – click on **Contracts Directory**

The screenshot shows a web browser window with the URL <http://contracts.delaware.gov/>. The page features a banner image of a beach with people and umbrellas. Below the banner is a search bar and a navigation menu. The main content area is titled "Awarded Contracts Directory" and contains a table of contract information.

Awarded Contracts Directory

[Awarded Vendors](#) | [Cooperative Contracts](#) | [Set Aside Contracts](#) | [Current Bid Solicitations](#) | [Recently Closed Solicitations](#) | [Solicitations Not Awarded](#)

Key for M/WBE, Vets/SDV, C
P = Partial W =

| Contract Number | Contract Title | UNSPSC | Agency | Effective Date | Expiration Date | Extension Available | Spend/Usage Available | M/WBE | V |
|----------------------|--|--------|--------|----------------|-----------------|---------------------|-----------------------|-------|---|
| GSS12670-LOWBOY | 50-Ton Capacity Low Bed Trailer | 2518 | GSS | 4/18/2012 | 8/19/2012 | N | N | N/A | |
| GSS12458-STORAGEBOX | Acid Free, Double-Walled & Destruction Storage Boxes | 4411 | GSS | 2/1/2012 | 1/31/2014 | Y | Y | N/A | |
| GSS09199-ADVERTISING | Advertising | 8210 | GSS | 2/15/2009 | 2/14/2013 | Y | Y | N/A | |
| EXE12001-DTO ag rec | Advertising Agency of Record FY 2012 | 8210 | DEDO | 5/3/2012 | 5/3/2013 | Y | N | N/A | |
| DOC-1109_LANDLEASE | Agricultural Land Lease, New Castle County | 8013 | DOC | 1/1/2012 | 12/31/2016 | N | N | N/A | |
| DOC-1107_LANDLEASE | Agricultural Land Lease, Sussex County | 8013 | DOC | 1/1/2012 | 12/31/2016 | N | N | N/A | |
| NAT11789-AIRPLANE | Airplane Spraying for DNREC Mosquito Control Section | 8511 | NAT | 3/15/2011 | 11/30/2012 | Y | N | N/A | |

So many chairs – so many choices..

- ▶ Looking for a **CHAIR** – Contracts appear alphabetically by title – Scroll to Furniture, click on the link, and the following information will become available:
 - **Agency Award Documents & Vendor Bid Documents**
 - The **Award Notice** which includes:
 - Mandatory Use
 - Contract Period
 - Vendor
 - Shipping Terms
 - Pricing
 - Terms & Conditions
 - List of items available for purchase in this contract along with any discounts offered
 - (See Example – Next Slide)



FURNITURE, CONTRACT NO. GSS11479*



- ▶ Agency Award Documents (click)
- ▶ Award Notice – shows contract effective date and the term of the contract. The award notice also highlights key components of the contract and provides vendor contact information. Pricing will be included either in the Award Notice itself or an accompanying Pricing Spreadsheet.
- An **ADDENDUM** is the appendix or supplement to the original Award Notice which can include additional products, change in vendor information, possible price adjustments, etc and may be posted throughout the entire contract period
- Click on **“Addendum History”** to see **ALL** addendums for a contract
- Only the most recent addendum will appear on the Award Notice

* Note: The first two digits in the Contract number (in this case 11) identify the inception year. This part of the contract number will change when the contract is rebid.



Found that chair? Place the order...

- ▶ When you find the item you wish to purchase:
 - Follow your Agency/School District guidelines for placing your order – whether through requisition process or “P” card
 - If you have any additional questions – you can always contact the “Contract Officer” listed on the Award Notice or find their name at the bottom of the first page you opened (**Awarded Contract Details**)!



How did it start....

- ▶ **Vendor Bid Documents** contain the original solicitation - either Invitation to Bid (**ITB**) or Request for Proposal (**RFP**)
- Under **Vendor Bid Documents** you can access:
 - ITB or RFP which includes:
 - Definitions & General Provisions
 - Special provisions and specifications
 - Bid Quotation reply section
 - Any addendums posted to the original solicitation



If you need assistance...



- ▶ For your Unique Agency Contracting Needs:
- ▶ Click on **Agency Bid Process Forms**:
 - On the subsequent page click on “Levels of Contracting Assistance”
- ▶ For Dispute Resolution regarding a Central Contract Vendor
 - Click on “**Contract Process Flowchart**”



Contact Information



CONTRACTING

All numbers are Area Code 302

| | Telephone | Fax |
|--|-----------|----------|
| • <u>Pete Teague</u> State Contract Procurement Administrator | 857-4552 | 739-3779 |
| • <u>Peter Korolyk</u> State Contract Procurement Supervisor | 857-4559 | 739-3779 |
| • <u>Bruce Krug</u> State Contract Procurement Supervisor | 857-4534 | 739-3779 |
| • <u>Courtney McCarty</u> State Contract Procurement Officer I | 857-4557 | 739-3779 |
| • <u>Shelly Aliaa</u> State Contract Procurement Officer I | 857-4553 | 739-3779 |
| • <u>Roxann Parker</u> State Contract Procurement Officer II | 857-4555 | 739-3779 |
| • <u>Michael Bacu</u> State Contract Procurement Officer I | 857-4522 | 739-3779 |
| • <u>Rebecca (Becky) Lovin</u> State Contract Procurement Officer I | 857-4558 | 739-3779 |
| • <u>Jean Stevenson</u> Administrative Specialist I | 857-4551 | 739-3779 |